

**Single Family Design Guidelines Update/
Neighborhood Preservation Ordinance (NPO) Update**

**May 28, 2004
Meeting Notes**

I. Welcome & Introductions

II. Public Comment

Riviera Assn. Rep concerned about parking- Arbolado Road. Construction related impacts. Concerns regarding parking in setbacks, projects near road should go to ABR.

III. NPO Program Status

J. Kahan- Request regarding meeting television broadcasting

IV. Meeting Format Discussion: Robert's Rules of Order vs. Consensus Approach:

Preference to use the Modified Robert's Rules of Order since most are familiar with this approach

It was noted that a full discussion should still take place on issues and public comment should be taken before votes are cast.

Suggestion on the need for a possible 75-25 super majority on votes due to possible controversy.

Desire to involve public. Committee would like to allow public comment but agreed it would come after a Committee discussion. Discussion may answer questions from public.

Concerns with possible gridlock if no supermajority.

Voted to require a simple majority vote on issues with clearly recorded dissenting opinions- Unanimous Vote

V. Chair/ Vice Chair Election:

Voted to select, Dianne Channing as Chair- Unanimous Vote

Voted to select, Brian Barnwell as Vice-Chair -Unanimous Vote

**VI: Establish Next Meeting date & time:
6/11; 6/18 & 6/25**

Members to alert staff and identify which meetings they can not attend to ensure quorum and if there is a need to cancel future meetings.

VII. Issue Paper Topics:

General Question: Committee needs to understand goal of update. Are we writing a new NPO?

Staff Response: Update could take form of new ordinance, new guidelines or as staff policy. Ordinance Amendments would usually be review by City Attorney at end of process.

Discussion:

Public Comment on Issue Paper Topics:

Unknown: Lighting should be addressed in more detail in guidelines.

J. Kahan: Need issue papers and Staff presentations posted on City website in advance.

Need to look closely at modification approvals.

Noticing is a problem if you can not copy plans. It is not a copyright issue. Copying of plans should be allowed.

C. McCammon: Neighborhood definition and compatibility issues should be discussed together

Modifications need a lot of discussion. Maybe over two meetings. Agree that views or story pole requirements as a discussion item

Carol Marks: Resident of La Cumbre Hills #3 ; City staff should be provided to help neighborhoods become savy of city review process. Need education to help understand city process. Notification improvements are necessary.

Steering Committee voted to generally approve the Issue Papers List with consideration of Steering Committee discussion.

VIII. Adjourn

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